

CHAPTER 2
EMERGENCY INCIDENT MANAGEMENT
AND THE INCIDENT COMMAND SYSTEM

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CHAPTER 2

EMERGENCY INCIDENT MANAGEMENT AND THE INCIDENT COMMAND SYSTEM

1. PURPOSE.

a. The purpose of this chapter is to familiarize personnel with the basic components, management concepts, functions, and terminology of the ***Incident Command System (ICS)***. This chapter also provides policy and guidelines for the effective management of emergency incident activities and planned events, through professional ICS operations and planning.

b. This chapter contains descriptions of most law enforcement ICS positions in Annex D. Highway Patrol Guide 50.3, Emergency Incident Guide, was developed as a companion reference guide and contains applicable checklists. It should be used as a field guide for partial or full-scale implementation of ICS.

2. BACKGROUND. Annex A provides a historical overview of the development of ICS.

3. LAWS AND AUTHORITIES. The ***National Incident Management System (NIMS)*** and the ***Standardized Emergency Management System (SEMS)*** require the use of ICS at the field response level for all incidents. Annex B references several laws and administrative authorities, which outline the Department's emergency incident management and incident command responsibilities.

4. DEFINITIONS.

a. Incident Command System terms used in this manual are a combination of nationally recognized terms and California Highway Patrol (CHP) specific ICS terms adapted to meet the Department's needs. Commonly used ICS terms are included to increase the level of knowledge and understanding of ICS and to facilitate efficient communication with other emergency response disciplines during multiagency or multijurisdictional emergency operations.

b. Throughout this chapter, the first reference to an ICS term commonly used by various emergency response disciplines will be depicted in ***bold italic type***, indicating its definition is provided in Annex C. When applicable, the CHP specific ICS term will be used in conjunction with the generic ICS term and appropriately defined.

c. The following definitions are provided here as a foundation for understanding NIMS, SEMS, and ICS:

(1) National Incident Management System. A system mandated by Homeland Security Presidential Directive 5 (HSPD 5) that provides a consistent, nationwide approach for federal, state, local, and tribal governments; the private sector; and nongovernmental organizations to work together in accordance with the National Response Plan (NRP) (March 2004). In January 2008, the NRP was superseded by the National Response Framework. In either plan, the foundation for each is to effectively and efficiently work together to prepare for, respond to, and recover from domestic incidents, regardless of size or complexity. The NIMS includes a core set of concepts, principles, and terminology to provide for interoperability and compatibility among federal, state, local, and tribal capabilities. Homeland Security Presidential Directive 5 identifies these as the ICS; multiagency ***coordination*** systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

(2) Standardized Emergency Management System. The Standardized Emergency Management System is an emergency management system required by California law (Government Code, Section 8607) for managing a response to multiagency or multijurisdictional emergencies in California. The SEMS consists of five organizational levels that are activated by the appropriate governmental entity or emergency response ***agency*** as mandated by law. The first organizational level of the SEMS is the field response level, which requires the use of ICS. Since December 1, 1996, all state agencies are mandated to institute the SEMS.

(3) Incident Command System. The Incident Command System is the nationally recognized and standardized on-scene emergency management system specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries. The ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources, to achieve specific objectives related to an incident.

5. POLICY.

a. Area commanders are responsible for emergency incident planning and overall coordination of emergency incident activities occurring at all locations within their Areas where the Department has primary investigative authority.

b. The ICS shall be used as the response mechanism for all emergency incidents. Uniformed employees of the Department shall exercise incident command responsibilities and manage emergency incidents where the Department has primary investigative authority.

c. In instances where the deployment of departmental resources may be required in support of local governments or agencies using the ICS, written memoranda of understanding and/or interagency agreements should be developed and may be integrated into existing local government or agency emergency plans and/or CHP Emergency Operations Plans (EOP).

d. It is the Department's intent that a supervisor or manager respond to and assume incident command responsibilities at all emergency incidents within the Department's primary investigative authority involving multiagency or multijurisdictional events, incidents on state property, hazardous materials spills or releases, situations significantly impacting traffic management, or as otherwise required by departmental policy.

e. The CHP on-scene **Incident Commander (IC)** shall ensure that assisting agencies are integrated properly and promptly into the ICS operation.

f. In those instances where the CHP has a support role, it is the responsibility of the on-scene supervisor to assume the role of the Department's **Agency Representative (AREP)** in order to facilitate proper integration into the system being setup, ensuring CHP command and mission acceptance concepts are utilized within the appropriate sections of the responsible agency's organizational structure.

(1) A supervisor/manager shall respond to emergency incidents, including crime scenes, not within the primary investigative authority of the Department, that are adjacent to state property where the Department has investigative authority (e.g., State Capitol), or areas adjacent to freeways and highways that significantly impact traffic management within the Department's jurisdiction. The supervisor shall be the AREP for the Department and assist the allied agency IC by managing traffic in a manner that meets the needs of the incident and creates the minimum disruption to normal traffic. The rank of the CHP representative shall be commensurate with the size and scope of the emergency incident.

(2) Upon request of the responsible agency, employees of this Department may fill **general staff** roles even though the CHP would not otherwise be involved. Examples of this include, but are not limited to, operations, planning/intelligence, logistics, and finance sections. Requests for assistance shall have the approval of the next higher level of command before commitment.

g. Commanders shall ensure that all uniformed personnel and communications personnel who are likely to participate in emergency incident operations are trained to initiate, staff, maintain, and adapt ICS. Commanders shall familiarize other nonuniformed employees with ICS operating concepts to the extent deemed necessary.

6. EMERGENCY INCIDENT MANAGEMENT PROCEDURES.

a. California Highway Patrol uniformed personnel shall assume incident command at emergency incidents where the Department has primary investigative authority. Incident command shall be assumed in a timely, decisive, and vigorous manner upon arrival to alleviate confusion and increase the effectiveness of emergency services' response and on-scene operations. A transfer of command shall be implemented between the incoming CHP IC and an existing allied agency IC, if incident command has been established prior to CHP arrival. Other response agencies shall be consulted to ensure the efficient use of **available resources** is maximized. The responsibility for incident command may shift if the incident evolves into a widespread multijurisdictional emergency incident. However, the CHP IC shall maintain incident command duties, responsibilities, and investigative authority at the site of the originating event.

b. Departmental personnel shall assume incident command responsibilities at emergency incidents not within the Department's investigative authority when first on-scene and until incident command can be transferred to a member of the appropriate agency having jurisdiction.

c. Incident command responsibility shall be assumed by the senior CHP uniformed officer on-scene until relieved by appropriate departmental supervisory/management personnel.

(1) When available at the scene, the appropriate ICS-position vest should be worn by departmental personnel at all multiagency emergency response incidents where a **command post** has been established and the CHP has incident command responsibilities.

(2) Incident command responsibilities and the welfare of all parties involved take precedence over accident investigation duties. The IC must ensure that the injured are receiving appropriate care, and a safe environment for the motoring public, involved parties, and emergency service providers is maintained.

(3) In the absence of more qualified medical personnel and equipment, uniformed employees of the Department shall provide **appropriate medical care** to injured or ill persons within the scope of their training. This task includes:

(a) Prompt and efficient medical assistance to treat and stabilize injuries.

(b) Appropriate and expeditious transportation of victims to medical facilities.

(4) Hazardous material spills can present a threat to life and property far beyond the boundaries of ordinary highway emergencies. Departmental personnel are responsible for ensuring that jurisdictions affected by such incidents are contacted in a timely manner. The IC must monitor the situation and confirm a response from affected political subdivisions and/or allied agencies has been received.

(5) Incident Command System responsibilities must continue until all emergency operations at the scene have been terminated and order has been restored. Discontinuing emergency management activities and protection of the scene before the emergency and its attendant hazards are eliminated could result in additional injuries and property damage.

d. The following are additional operational considerations that should be addressed at the scene of an emergency incident:

(1) Incident Command Post. After ICS has been initiated, an **incident command post (ICP)** should be established in accordance with the following guidelines:

(a) Normally, all emergency incident management operations should be directed from the ICP.

(b) When a **Unified Command** has been established, agency representatives should be collocated with the IC at the ICP.

(c) Incident command post locations should be selected based on command and control considerations such as incident size, weather, visibility, hazards, access, and other factors affecting operations.

(d) Clearly identify the ICP location through use of an available flag, sign, or other appropriate marking.

(2) Agencies with an off-highway responsibility must be alerted as required (e.g., local law enforcement agencies, Department of Fish and Wildlife, environmental health, the California Governor's Office of Emergency Services [Cal OES], water quality control). General Order 100.80, Notification and Report of Emergencies and Unusual Occurrences, provides direction for reporting highway emergencies and weather advisories to affected jurisdictions, agencies, and/or CHP commands.

(3) Ensure the services of key private organizations, such as cleanup and disposal companies, are obtained as necessary.

(4) Address special protection requirements (e.g., personal protective equipment, radiological monitoring equipment).

(5) Facilitate on-site communications by using an interoperable communication system whenever possible, with a Rapid Response Vehicle for example. Establish primary and secondary communications systems with the accompanying frequencies and communicate to all agencies involved in the incident.

(6) Manage the proper positioning of emergency vehicles to ensure maximum safety for all persons affected by the incident. Incident commanders should be aware of allied agency preferences and requirements in the positioning of equipment at the scene (e.g., fire service agencies have specific positioning requirements because of equipment configurations).

(7) Care should be exercised to ensure an infringement on another agency's area of responsibility or role does not occur (e.g., patient care, fire protection versus traffic safety at scene).

(8) Role and authority conflicts shall be resolved by the IC in favor of injured or threatened human life. Postemergency resolution of conflicts should be achieved through appropriate supervisory or command channels as soon as practical following the incident.

7. GENERAL INCIDENT COMMAND SYSTEM AND EMERGENCY INCIDENT MANAGEMENT CONCEPTS.

a. The CHP has been assigned responsibility for emergency incident management at emergencies where the Department has primary investigative authority. The authority for these responsibilities is contained in the California

Vehicle Code, Health and Safety Code, and Penal Code (Annex B). Responsibility as IC may be operational when the incident is beyond, or expands beyond, the Department's exclusive jurisdiction.

b. The state's Hazardous Material Incident Contingency Plan designates the CHP as the **state agency coordinator** for all hazardous material incidents occurring on all California streets and highways. Where state agency participation is required, the state agency coordinator supports the IC by coordinating state resources through Cal OES and maintains liaison with the federal on-scene coordinator (if present). The state agency coordinator shall obtain and provide pertinent information for state agencies (i.e., information pertaining to the public health, safety, and environment affecting the mandate of the state agencies) and shall assist the IC in prioritizing and acquiring state resources necessary to mitigate and abate the incident. For incidents occurring within the CHP's jurisdiction, the CHP IC will also be the state agency coordinator.

c. Emergency incident management requires effective planning and efficient use and coordination of multiagency resources to protect the public.

d. Incident command involves general and comprehensive leadership and management of all operations that occur at the location of an emergency incident where the Department has primary investigative authority. It does not imply internal direction or manipulation of specialized functions provided by allied agencies. The IC should coordinate the various functions to maximize the efficient use of available resources and to ensure all mission needs are accomplished. At times, specific direction in matters such as the location and placement of emergency vehicles, determining the priority of conflicting tasks, and the opening and closing of freeway right-of-ways may be necessary. However, this direction does not imply that an IC would give specific direction to a specialized function (e.g., an IC would not tell fire personnel how to fight a fire, or a paramedic how to manage an injured victim).

e. Effective incident command encompasses the legal, moral, and professional responsibility to take whatever reasonable action is necessary to ensure the safety of people and the environment. This responsibility includes safeguarding those at the scene, the motoring public, and all other potential victims on or near the incident. It also includes an awareness of the potential hazards the incident poses to the surrounding water, land, and air. The ICS participants must exercise initiative to mitigate potential hazards at the earliest opportunity, especially in situations that may escalate in severity. Effective incident command requires firm resolve, tactful coordination, sound decision making, and above all, good judgment.

f. Participation in interagency emergency exercises and training with allied agency personnel are key elements in establishing interagency rapport and developing a common understanding of emergency services needs and operational capabilities.

8. INCIDENT COMMAND SYSTEM OPERATING REQUIREMENTS.

a. Incident Command System examples presented in this manual are based on the following ICS operating requirements:

(1) System Operational Capabilities. The system must provide for the following kinds of operations:

(a) Single jurisdiction/single agency involvement.

(b) Single jurisdiction/multiagency involvement.

(c) Multijurisdiction/multiagency involvement.

(2) Adaptability of the System's Organizational Structure. The system's organizational structure must be able to adapt to any emergency incident where public agencies are required to respond.

(3) System Applicability. The system must be applicable to, and acceptable by, all user agencies.

(4) Adaptability to New Technology. The system must be readily adaptable to new technology.

(5) Expansion Capability of System. The system must be able to expand in a rapid manner from the initial response to a major incident, and contract just as rapidly as the organizational needs of the situation decrease.

9. INCIDENT COMMAND SYSTEM MANAGEMENT CONCEPTS. The ICS was designed using the following basic management concepts; these concepts, used interactively, provide the basis for an effective ICS operation:

a. Common Terminology. For any management system to function efficiently by diverse users, standardized terminology should be adopted for the following elements:

(1) Organizational Functions/Positions.

(2) Resources.

(3) Organizational Facilities.

b. Modular Organization. Incident Command System organizational structure develops in a modular fashion based upon the nature, size, and anticipated duration of an incident. The full organization is rarely needed. The ICS organization and staff builds from the top down, with responsibility and performance initially placed on the IC. As needs increase, four separate sections can be activated with as many subordinate units as necessary. The specific organizational structure established for any given incident will be based upon the management needs of the incident. If an individual can simultaneously manage all major functional areas, no further organization or subordinate units are required. If one or more of the areas require independent management, an individual shall be designated to be responsible for that area. Figure 1 depicts the ICS modular organization at its maximum vertical expansion.

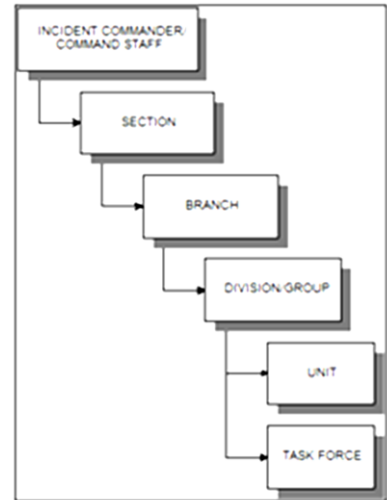


Figure 1-Incident Command System Modular Organization

c. Unified Command. Lawful authority, jurisdictional responsibility, or prior agreements usually determine who the IC will be. Unified command means that all agencies who have jurisdictional responsibility at a multijurisdictional or multiagency incident contribute to the processes listed below. On the rare occasion that a decision cannot be collectively made, the IC shall make the final determination.

- (1) Determining the overall incident management objectives.
- (2) Selection of strategies.
- (3) Joint planning for tactical activities.
- (4) Appropriate integrated tactical operations.
- (5) Making maximum use of all **assigned resources**.

d. Manageable Span-of-Control. Maintaining an adequate **span-of-control** is critical. Federal span-of-control guidelines recommend a maximum of three to seven functions or individuals per supervisor. The span-of-control for CHP ICS operations should generally be limited to a maximum of one-to-eight ratio (one supervisor to eight subordinates). The ratio can vary depending on the complexities of the tasks being performed. As a rule, the one-to-five ratio provides optimum supervision. The situation and number of personnel available for deployment will dictate the ratio need. Specific span-of-control ratios for civil

disturbance operations are contained in Highway Patrol Manual (HPM) 50.5, Civil Disturbance Planning and Operations Manual.

e. Designated Emergency Incident Facilities and Operational Sites. Several different types of facilities and operational sites can function to meet emergency incident needs. The IC should determine the type(s) and location(s) of facilities and/or operational sites based upon the requirements of the incident. The rank of command personnel at any emergency incident facility or operational site should be commensurate with the size, scope, and duration of the emergency. Some examples of facilities that may be established are listed below.

(1) Incident Command Post. The ICP is the site from which incident operations are directed. This will be the most common operational site used by the Department. Normally, there should be only one ICP per incident. If the magnitude of an event requires more than one ICP, command and control operations may establish an **Area Command**. There are several primary facilities that have been designated as field response level facilities in support of the ICP, they include: **Staging Area, Base, Camp, Helibase, and Helispot**.

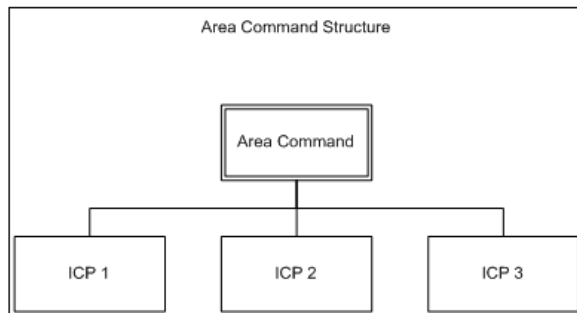


Figure 2-Area Command

(2) Area Command. The Area Command is used when multiple ICPs are established due to multiple emergency incidents that are being managed by an ICS organization. When an Area Command is established, it becomes responsible for overseeing the management of large incidents that cross jurisdictional boundaries. The Area Command would also be responsible for managing potentially scarce resources. The advantages of using the Area Command include the reduction of work load for the IC(s) and ICP staff, and ensuring the best allocation of agency resources. The Area Command can also be operated as a **Unified Area Command**. The establishment of an Area Command does not eliminate the need for incident level organizations (the ICP organization).

(a) Area Command Staff Positions.

- 1 Area Commander.
- 2 Area Command Logistics Chief.
- 3 Area Command Planning/Intelligence Chief.
- 4 Area Command Support Positions – Critical Resource Unit, Situation Unit.
- 5 Public Information Officer (PIO).
- 6 Aviation Coordinator.

NOTE: There is no operations section because operations exist at the field level.

(3) Division Emergency Operations Center. Division Emergency Operations Centers (DEOC) are a CHP-only incident management facility. The DEOC's primary location should be at the Division office or Traffic Management Center. However, the DEOC may be relocated to an alternate site based upon the needs of the incident. Division Emergency Operations Centers are activated at the discretion of the Division commander, or their designee. Division Emergency Operations Centers may also be activated by the Office of Assistant Commissioner, Field, or their designee. The DEOC's main purpose is to support the field level ICP management during emergency incidents. The DEOC is also responsible for procurement and coordination of resources needed at the field level. The DEOC does not take over command and control of the event/emergency; that responsibility remains with the IC at the field level. The DEOC manager will be in charge of DEOC operations and does not manage any of the field operations related to mitigating the event/emergency. (See Chapter 1, Emergency Operations Plan, Annex F, of this manual, for more information on DEOCs.)

(4) Department Operations Centers. The **Department Operations Centers** (DOC) are utilized by many agencies to support the field operations for their particular agency or discipline. The purpose of the DOC is to oversee and support the Department's field operations at all levels. A DOC may be activated at all SEMS levels above the field level. The CHP has designated the Emergency Notification and Tactical Alert Center as the Department's DOC.

(5) Emergency Operations Centers. Emergency Operations Centers are utilized by jurisdictions to oversee management of an incident or event and to support field operations. An EOC's organization and staffing is flexible, but should facilitate: coordination, communications, resource dispatching and tracking, information collection, analysis, and decision making. The size of, and equipment at an EOC will depend upon the size of the jurisdiction, the resources available, and the anticipated incident needs. Personnel representing multiple jurisdictions and functional disciplines may staff EOCs. Emergency Operations Centers may also support multiagency coordination and Joint Information activities. The EOCs may be established at the local, county, regional, state, or tribal levels. California Highway Patrol personnel should be prepared to become part of a Unified Command structure at an EOC and fulfill any **assignments** given by the EOC management that are consistent with departmental policies and procedures.

(6) Joint Field Office. The Joint Field Office (JFO) is a temporary federal facility established locally to provide a central point for federal, state, local, and tribal executives with responsibility for incident oversight, direction, and/or providing assistance in order to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO concept adopts the principles of NIMS, including the implementation of a scalable organization founded in ICS. When incidents impact multiple states or localities, multiple JFOs may be established, with one being designated as the primary JFO. Federal Coordinating Officials that can be found at JFOs include: Principle Federal Official, Federal Coordinating Officer, Defense Coordinating Officer, Federal Resource Coordinator, Senior Federal Officials, Senior Federal Law Enforcement Official, and State/Local/Tribal Officials.

f. Comprehensive Resource Management.

(1) Resources may be managed in several different ways depending upon the needs relating to an incident. **Comprehensive Resource Management** requires accurate identification of resources, current resource status information, and ongoing resource accountability. During incidents requiring large-scale inter- and intradepartmental responses, it may be necessary to specify the number and *type of resource* (refer to Chapter 8, Resource Management, Annex D, of this manual) required (e.g., traffic control, crowd or riot control, bomb team, special weapons and tactics [SWAT]).

(2) When sending or requesting resources from allied agencies, be specific regarding the number of personnel, type of equipment, and capabilities of the group or unit requested or sent. Use the NIMS "typing" system whenever possible. The following are examples of resource terminology/references:

(a) Single Resources. Individual officers, specialized teams of officers, volunteers, or individual pieces of equipment to be used for a primary mission or task. A single equipment resource is the equipment plus the individual(s) necessary to utilize the equipment properly. Examples include a helicopter with crew, K-9 team, SWAT team, Consolidated Command Post Mobile Blood/Alcohol Testing Vehicle, etc.

(b) Task Forces. A **Task Force** is any combination of resources that can be temporarily assembled for a specific mission. All resource elements within a task force must have integrated, common communications and a leader. An example of a CHP ICS task force is a squad of uniformed personnel given a specific assignment (e.g., fire personnel escort).

(3) Resource Accountability. Resource accountability is achieved by:

(a) Mandatory check-in and documentation procedures.

(b) Ensuring resources are assigned a status condition.

(c) Prompt reporting of changes in resource locations and status conditions to the appropriate functional unit.

(d) Demobilization procedures.

(4) Resource Status Conditions. Three status conditions should be used to track resources at an incident:

(a) ASSIGNED-Performing an active assignment.

(b) AVAILABLE-Ready for assignment. All resources in staging areas should be available for immediate assignment.

(c) OUT-OF-SERVICE-Not ready or available for assigned status.

g. Interoperable Communications. Communications systems that will be used at a multijurisdiction or multiagency incident site require advanced planning. Planning should include developing frequency inventories, frequency-sharing agreements (for information concerning frequency-sharing agreements contact Information Management Division), mobile/portable radio equipment inventories, and communications equipment resource lists. Communications at major incidents should be managed with an incident-based communications center and a communications plan established for use by command, as well as tactical and support resources assigned to the incident. All radio communications between organizational elements at a multiple jurisdiction or multiple agency emergency

incident should be conducted in clear language. To avoid confusion, agency-specific radio codes should not be used.

- (1) Necessary communications preparation includes:
 - (a) Signed agreements to share frequencies among involved agencies.
 - (b) Previously developed emergency communication plans, with specific purpose frequency designations.
 - (c) Whenever available, compatible radio equipment.
 - (d) Preparation and dissemination of ICS 205, Incident Radio Communications Plan.

10. INCIDENT COMMAND SYSTEM FUNCTIONS/ELEMENTS/POSITIONS.

a. The CHP ICS functions, elements, and positions are based on commonly accepted ICS terms and assignments and are not all-inclusive, nor are they all necessary, during every ICS operation. They are designed to assist in the modular growth of the ICS organization as dictated by the nature of the emergency incident.

b. There are five basic ICS functions:

- (1) **Command or Command Staff**. Includes the individual in charge of all emergency operational and tactical decisions (IC) and the necessary support staff (PIO, safety officer, liaison officer [LOFR], agency representatives, scribe).
- (2) **Operations Section**. Includes the necessary personnel and equipment to implement the strategy and tactics directed by the IC.
- (3) **Planning/Intelligence Section**. Includes the necessary personnel and equipment to analyze information and provide intelligence to the IC for developing strategies to mitigate the emergency.
- (4) **Logistics Section**. Includes the necessary personnel and equipment to procure personnel, facilities, services, supplies, and equipment to support established incident objectives.
- (5) **Finance Section**. Includes the necessary personnel and equipment to ensure collection of financial cost data, including personnel time and equipment use.

c. The ICS organization can be expanded by activating established organizational elements. The elements are:

- (1) **Command.**
- (2) **Sections.**
- (3) **Branches.**
- (4) **Divisions or Groups.**
- (5) **Units.**
- (6) **Strike Teams, Task Forces, and Single Resources.**

d. Annex D contains a complete list, description, and diagrams of ICS modular organizational levels. Although several of the described levels or elements may not be used in CHP operations, departmental personnel could be called upon to fill one of these positions in a significant multiagency or multijurisdictional emergency incident. The ICS organization should be documented on an ICS 203, Organization Assignment List, as part of the Incident Action Plan (IAP) or EOP.

11. INITIAL RESPONSE.

a. The following is a list of considerations and possible actions that should be taken upon notification of an emergency event. These considerations/actions will normally occur prior to development of a written IAP or operational plan.

- (1) Notification. Upon initial notification of an incident requiring departmental response, the following information should be obtained:
 - (a) Location of incident/potential for expanding boundaries.
 - (b) Incident type (e.g., fire, earthquake, flood, radiological emergency, hazardous material spill).
 - (c) Type of hazardous material(s) involved in the incident (if any).
 - (d) Number of persons potentially affected by the incident.
 - (e) Anticipated threat/hazards to emergency responders.
 - (f) Lead agency/LOFR contact information.
 - (g) Department responsibilities.

(h) Resources needed:

- 1 Personnel.
- 2 Vehicles.
- 3 Equipment/supplies.

(i) Location of the ICP or staging area(s), if established.

(j) Ingress/egress routes.

(2) Initiate Response.

(a) The ranking senior CHP uniformed officer on-scene or on-duty manager/supervisor shall implement the ICS and ensure that the appropriate level of departmental response is initiated. The provisions of this manual, applicable mutual aid plans and agreements, and other emergency contingency plans should be followed.

1 The manager/supervisor shall determine the appropriate number of CHP personnel necessary to accomplish the requested mission and the minimum number of personnel necessary to handle normal command responsibilities.

2 The manager/supervisor shall determine if officers should respond from their beats directly to the incident, or respond to a staging area in order to: minimize the number of patrol cars responding to an incident, ensure that CHP personnel are properly briefed and equipped, ensure that CHP response is coordinated.

(b) Requests for Assistance. California Highway Patrol personnel shall respond to "officer needs assistance" or "emergency traffic assistance" requests unless directed otherwise by a supervisor. The on-duty supervisor shall evaluate and determine the degree of response necessary to meet the need. If an incident escalates and results in a formal mutual aid request, mutual aid support procedures must be followed. Committed personnel may remain on-scene until the arrival of authorized mutual aid resources.

(c) Mutual Aid. Formal requests for mutual aid from allied agencies must be coordinated through the mutual aid operational area coordinator by the requesting agency. Division/Area commanders may authorize mobilization of personnel to meet the immediate need, but must obtain authorization, through channels, from the Commissioner's Office, to

commit CHP resources. (Refer to HPM 100.67, Law Enforcement Assistance and Interjurisdictional Operations.)

(3) Initiate Tactical Alert and/or Chain-of-Command Notification.

(a) Tactical Alert. A tactical alert may be initiated by a command to alert other commands that an event is occurring, or may occur, which may exceed the originating command's resources (refer to Chapter 5, California Highway Patrol Tactical Alert, Staging, and Tactical Deployment, of this manual). This procedure expedites the preliminary organization of on-duty personnel within designated commands so assistance can rapidly be provided to the initiating command. The ICS 204, Assignment List, and CHP 701A, Squad/Support Personnel Tactical Alert Report (available on the CHP Intranet site), have been developed to assist supporting commands in reporting the availability of personnel and equipment to requesting commands and/or Divisions.

(b) When a significant threat (potential or actual) to public safety is identified by any on-duty personnel, they shall notify superiors through the chain-of-command and provide as much available information regarding the threat/incident.

(c) If information indicates the threat is beyond the capabilities of on-duty command personnel to manage/control, the on-duty supervisor or officer-in-charge may initiate a tactical alert. (Refer to Chapter 5 of this manual for tactical alert policy and procedure.)

(4) Ranking Departmental Representative Responds and Initiates the Incident Command System.

(a) The ranking on-duty manager/supervisor shall ensure that a departmental representative responds to the scene to establish liaison with allied agencies. The representative should have the authority to commit CHP resources. The CHP representative's rank should be commensurate with the size of the incident.

(b) The ranking on-duty manager/supervisor shall ensure that a departmental representative responds to the scene to establish liaison with allied agencies. The AREP should have the authority to commit CHP resources. The CHP representative's rank should be commensurate with the size of the incident.

(5) Commit Initial Resources.

(a) It is essential that the ranking on-scene departmental representative continually assess the overall situation and determine CHP objectives and missions.

(b) The AREP has authority to commit initial on-scene personnel to specific missions.

(6) Request Additional Resources.

(a) The ranking on-scene AREP shall gather essential information and continually assess resource needs.

(b) Because the timely flow of information is vital, the on-scene AREP should establish communication with superiors as soon as possible.

(7) Incident Command System Process.

(a) Assign responsibilities for ICS positions based on the size, scope, and estimated duration of the event. Highway Patrol Guide 50.3 provides a description of the responsibilities for each ICS position and a checklist of specific duties.

(b) Use of CHP and ICS forms (CHP 701, ICS 201 through 220) are essential in the development of an IAP in order to facilitate planning, operations, and after-action reporting of incidents. Chapter 3, Emergency and Event Planning, Annex B; Chapter 5, Annex A; and Chapter 7, Emergency Incident Reporting and Documentation, of this manual, all provide specific guidelines and examples for use of these forms, retention periods, and forwarding information.

(c) The completion of CHP/ICS forms and other documentation requirements will be specified by the incident commander.

(8) Liaison with Allied Agencies. It is important to seek input from affected allied agencies and other organizations early in the planning process to obtain information and minimize conflicts during field operations. Coordination during the planning process will help ensure that the plan is developed using accurate, up-to-date information. For example, knowledge of an allied agency's resource commitment might directly affect the level of CHP resources committed.

ANNEX A

HISTORICAL OVERVIEW OF THE INCIDENT COMMAND SYSTEM

1. INCIDENT COMMAND SYSTEM DEVELOPMENT.

- a. In 1970, southern California experienced a disastrous fire season. That disaster revealed the need for the development of the Incident Command System (ICS). Congress funded the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program to resolve the identified problems. Major fire services nationwide joined together with private consultants to design and implement a system that could be used by all fire agencies.
- b. Firefighting Resources of California Organized for Potential Emergencies took five years to develop a system that met their criteria. The system was developed around theories and concepts available at the time which included: management by objectives, critical path planning process, span-of-control considerations, and communications and information flow procedures. These elements became the framework for what we know as ICS. Since its first trial in 1976, the system has proven itself in thousands of incidents. It is the most comprehensive emergency management system in use today. The system was further refined through use in actual firefighting operations within California, and other areas where it was adopted.
- c. In 1984, the San Bernardino County Sheriff's Department adapted ICS to deal with the many diverse emergencies which confront law enforcement agencies. Recognizing the potential use of ICS for major disasters such as earthquakes, floods, volcanic activities, fires, hazardous materials spills, search and rescue operations, hostage situations, and other major crimes, the Law Enforcement Incident Command System (LEICS) was developed.
- d. Development of the California Highway Patrol (CHP) version of ICS occurred around November 1988, as a result of a memorandum sent to all state agencies by the Governor encouraging full-scale implementation of ICS at the state level. The CHP adapted the LEICS model developed by San Bernardino County for use in coordination of emergency incidents involving CHP personnel.
- e. In 1993, California was the first state to adopt a statewide Standardized Emergency Management System (SEMS) for use by every emergency response organization and the private sector. The SEMS requires the use of ICS as its field level emergency management system. The ICS is used by disciplines at all levels of government and the private sector within the SEMS framework.

ANNEX A

HISTORICAL OVERVIEW OF THE INCIDENT COMMAND SYSTEM (*continued*)

f. In February of 2003, Homeland Security Presidential Directive 5 mandated the development of a National Incident Management System (NIMS) for use during emergency incidents nationwide. The Department of Homeland Security used California's SEMS and ICS as a model in the development of NIMS.

g. As of September 2006, all levels of government, emergency responders, and the private sector that respond to and manage emergency incidents operate under the NIMS, SEMS, and ICS.

ANNEX B

LAWS AND AUTHORITIES

1. SECTION 409.3 CALIFORNIA PENAL CODE, EMERGENCY MEDICAL SERVICES.

a. Whenever law enforcement officers and emergency medical technicians are at the scene of an accident, management of the scene of the accident shall be vested in the appropriate law enforcement agency, whose representatives shall consult with representatives of other response agencies at the scene to ensure all appropriate resources are properly utilized. However, authority for patient care management at the scene of an accident shall be determined in accordance with Section 1798.6 of the Health and Safety Code.

b. For the purposes of this section, "management of the scene of an accident" means the coordination of operations which occur at the location of an accident.

2. SECTION 1798.6 HEALTH AND SAFETY CODE, MEDICAL EMERGENCIES-LINES OF AUTHORITY.

a. Authority for patient health care management in an emergency shall be vested in that licensed or certified health care professional, which may include any paramedic or other prehospital emergency personnel, at the scene of the emergency who are most medically qualified specific to the provision of rendering emergency medical care. If no licensed or certified health care professional is available, the authority shall be vested in the most appropriate medically qualified representative of public safety agencies who may have responded to the scene of the emergency.

b. If any county desires to establish a unified command structure for patient management at the scene of an emergency within that county, a committee may be established in that county comprised of representatives of the agency responsible for county emergency medical services, the county sheriff's department, the California Highway Patrol, public prehospital care provider agencies serving the county, public fire, police, and other affected emergency service agencies within the county. The membership and duties of the committee shall be established by an agreement for the joint exercise of powers under Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code.

c. Notwithstanding subdivision (a), authority for the management of the scene of an emergency shall be vested in the appropriate public safety agency having primary investigative authority. The scene of an emergency shall be managed in a

ANNEX B

LAWS AND AUTHORITIES (*continued*)

manner designed to minimize the risk of death or health impairment to the patient and to other persons who may be exposed to the risks as a result of the emergency condition, and priority shall be placed upon the interests of those persons exposed to the more serious and immediate risks to life and health. Public safety officials shall consult emergency medical service personnel or other authoritative health care professionals at the scene in the determination of relevant risks.

3. SECTION 2410 CALIFORNIA VEHICLE CODE, TRAFFIC DIRECTION. Members of the California Highway Patrol are authorized to direct traffic according to law, and in the event of a fire or other emergency, or to expedite traffic or ensure safety, may direct traffic as conditions may require notwithstanding the provisions of this code.

4. SECTION 2454 CALIFORNIA VEHICLE CODE, SCENE MANAGEMENT: HAZARDOUS MATERIAL SPILL.

a. The authority for the management of the scene of an on-highway hazardous substance spill or disaster is vested in the appropriate law enforcement agency having primary traffic investigative authority on the highway where the spill or disaster occurs. Responsibility for managing the scene of an on-highway hazardous substance spill or disaster shall continue until all emergency operations at the scene have been completed and order has been restored.

b. Notwithstanding subdivision (a), the local governing body of a city, whether general law or chartered, which has jurisdiction over the location where an on-highway hazardous substance spill or disaster occurs may assign the authority for management of the scene of an on-highway hazardous substance spill or disaster on local streets and roads, other than freeways, to either the local law enforcement agency or the local fire protection agency. However, the Department is responsible for the management of the scene of an on-highway hazardous substance spill or disaster on all highways where the Department has primary traffic investigative authority. Any law enforcement agency having primary traffic investigative authority may enter into written agreements with other public agencies to facilitate management at the scene of an on-highway hazardous substance spill or disaster on local streets and roads other than freeways.

c. For purposes of this section, "management of the scene of an on-highway hazardous substance spill or disaster" means coordination of operations which occur at the location of a hazardous substance spill or disaster. This coordinating

ANNEX B

LAWS AND AUTHORITIES (*continued*)

function does not include how the specialized functions provided by the various other responding agencies are to be performed. The agency managing the scene of an on-highway hazardous spill or disaster shall consult with other response agencies at the scene to ensure that all appropriate resources are properly utilized. The agency managing the scene of an on-highway hazardous spill or disaster shall perform its coordinating function in a manner designed to minimize the risk of death or injury to other persons.

5. GOVERNMENT CODE SECTION 8595, STATE AGENCIES. The Governor may assign to a state agency any activity concerned with mitigation of the effects of an emergency of a nature related to the powers and duties of such agency, including interstate activities, and it shall thereupon become the duty of such agency to undertake and carry out such activity on behalf of the state.

6. STATE EMERGENCY SERVICES ACT (CHAPTER 7, DIVISION 1, TITLE 2, GOVERNMENT CODE), LOCAL JURISDICTIONS. The State Emergency Services Act (Chapter 7, Division 1, Title 2, Government Code) is the basis for city and county emergency preparedness programs. Ordinances or resolutions must be enacted or adopted to establish local emergency service organizations. The specific structures and internal relationships of the organizations are determined locally and will vary for jurisdictions.

7. EXECUTIVE ORDER W-9-91 (REFER TO CHAPTER 1, EMERGENCY OPERATIONS PLAN, ANNEX A, OF THIS MANUAL FOR ENTIRE TEXT). Under authority of this executive order, administrative orders summarize emergency assignments of state departments and agencies. Each state department will develop its own plan, including specific procedures and checklists necessary to accomplish assigned tasks.

8. CALIFORNIA CODE OF REGULATIONS, TITLE 19, DIVISION 2, SECTIONS 2400-2450.

a. These regulations establish the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies program and its elements including those currently in use

ANNEX B

LAWS AND AUTHORITIES (*continued*)

by state agencies, the Multiagency Coordination System, the operational area concept, the Master Mutual Aid Agreement and related mutual aid systems.

b. Standardized Emergency Management System is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. The SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. The SEMS requires emergency response agencies to use basic principles and components of emergency management including ICS, multiagency or interagency coordination, the operational area concept, and established mutual aid systems. State agencies must use SEMS. Since December 1, 1996, local governments must use SEMS by December 1, 1996, in order to be eligible for state funding of response-related personnel costs pursuant to activities identified in California Code of Regulations, Title 19, §2920, §2925, and §2930. Individual agencies' roles and responsibilities contained in existing laws or the state emergency plan are not superseded by these regulations.

9. HOMELAND SECURITY PRESIDENTIAL DIRECTIVE-5 (FEBRUARY 23, 2003).

Homeland Security Presidential Directive-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). The NIMS provides a consistent nationwide template to enable government, private-sector, and nongovernmental organizations to work together during domestic incidents.

10. EXECUTIVE ORDER S-2-05 (FEBRUARY 8, 2005). Executive Order S-2-05 directed the Office of Emergency Services and Office of Homeland Security, in cooperation with the Standardized Emergency Management System Advisory Board, to develop a program to integrate the NIMS, to the extent appropriate, into SEMS.

ANNEX C

GLOSSARY

This glossary contains common National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), and Incident Command System (ICS) terms frequently used.

Action Plans: The plan prepared in the Emergency Operations Centers (EOC) containing the emergency response objectives reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. See also Incident Action Plan.

Activate: At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

After Action Report: A report covering response actions, applications of SEMS, modifications to plans and procedures, training needs, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of an emergency.

Agency: An agency is a division of government with a specific function, or a nongovernmental organization (e.g., private contractor, business) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance).

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer (LOFR) at the incident, or to the Liaison Coordinator at SEMS EOC levels. If the liaison positions are not filled, they report directly to the Incident Commander.

Air Operations Branch Director: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Additionally, the person is responsible for providing logistical support to helicopters and fixed wing aircraft during an incident.

Air Tanker: Any fixed wing aircraft capable of transport and delivery of fire retardant solutions.

Allocated Resources: Resources dispatched to an incident.

ANNEX C

GLOSSARY (*continued*)

Appropriate Medical Care: The application of emergency medical care shall be provided by departmental personnel within the scope of their training. Patient health care management shall be vested in the licensed or certified health care professional at the scene as authorized in Section 1798.6 of the Health and Safety Code and 409.3 of the California Penal Code (Chapter 2, Annex B).

Area Command: An organization established to: 1) oversee the management of multiple incidents that are each being handled by an ICS organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. The Area Command has the responsibility to set the overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

Assigned Resources: Resources checked in and assigned specific work tasks at an incident.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

Assistant: Title for subordinates of the Command Staff positions at the field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or support resources to another agency.

Available Resources: Incident-based resources which are available for immediate assignment to an incident and available for use.

Base: The location where the primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

ANNEX C

GLOSSARY (*continued*)

Branch: The organizational level at the SEMS field level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security). Branches are also used in the same sequence at the SEMS EOC levels.

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the field level. At SEMS EOC levels, the title Branch Coordinator is preferred.

Cache: A predetermined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Check-In: The process whereby resources first report to an incident or into an EOC. Check-in locations at the SEMS field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Chemical Agent Delivery Specialist: A peace officer specifically trained and equipped to deliver phenacyl chloride (commonly known as CN gas) or 2-chlorobenzalmalononitrile (commonly known as CS gas) type chemical agents in both outdoor situations and situations involving structures.

Clear Text: The use of plain English in radio communications transmissions in multiagency incidents. No 10-codes or agency specific codes should be utilized when using clear text.

Command: The act of directing and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post.)

ANNEX C

GLOSSARY (*continued*)

Command Staff: The Command Staff at the SEMS field level consists of the Public Information Officer, Safety Officer, LOFR and Scribe positions. These positions report directly to the Incident Commander and may have an assistant or assistants, as needed. They may also be found at the EOC levels in SEMS and would report to the EOC Director. These positions may be established as Sections or Branches to accommodate subsequent expansion.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Compacts: Formal working agreements among agencies to obtain mutual aid.

Compensation Unit/Claims Unit: Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident or within an EOC.

Complex: Two or more individual incidents in the same general area which are assigned to a single Incident Commander (IC) or to a Unified Command.

Comprehensive Resource Management: The process of managing personnel and material based upon ongoing, accurate identification of incident needs and available resources.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions, or resources to incident management efforts.

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority (for its decision) of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multiagency or interagency coordination is found at all SEMS levels.

ANNEX C

GLOSSARY (*continued*)

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Demobilization Unit: Functional unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident or EOC-assigned resources.

Department Operations Center: A facility used by a distinct discipline, such as law enforcement, flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works, or Department of Health. Department Operations Centers may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

Deputy Incident Commander, Section Chief, or Branch Director: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

Disaster: A sudden calamitous emergency event bringing great damage, loss, or destruction.

Division: Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an incident. At the EOC level, the title is Division Coordinator.

Documentation Unit: Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to an incident or within an EOC.

ANNEX C

GLOSSARY (*continued*)

Emergency: Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Coordinator: The individual within each jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Management Director (Emergency Services Director): The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

Emergency Operations Centers: The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. Emergency Operations Centers may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Response Agency: Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel: Personnel involved with an agency's response to an emergency.

Emergency Response Provider: Includes federal, state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. Also known as Emergency Responder.

ANNEX C

GLOSSARY (*continued*)

Emergency Operations Center Action Plan: The plan developed at SEMS EOC levels which contains objectives, actions to be taken, assignments, and supporting information for the next operational period.

Event: A planned, nonemergency activity. The ICS can be used as the management system for a wide range of events (e.g., parades, concerts, or sporting events).

Facilities Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the incident base, feeding areas, sleeping areas, sanitary facilities, etc.

Field Operations Guide: A pocket-size manual of instructions on the application of the ICS.

Finance/Administration Section: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Food Unit: Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and/or EOC personnel.

Function: In ICS, function refers to the five major activities in the ICS (i.e., Command, Operations, Planning, Logistics, and Finance/Administration). The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved (e.g., "the planning function").

Functional Element: Refers to a part of the incident, EOC or Department Operations Center organization such as section, branch, group, or unit.

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a Deputy, as needed. At the field SEMS level, the General Staff consists of:

1. Operations Section Chief.
2. Planning/Intelligence Section Chief.
3. Logistics Section Chief.

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GLOSSARY (*continued*)

4. Finance/Administration Section Chief.

At some SEMS EOC levels, the position titles are Section Coordinators or Section Officers-in-Charge.

Generic ICS: Refers to the description of ICS that is generally applicable to any kind of incident or event.

Ground Support Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division (see Division). Groups are located between Branches (when activated) and Resources in the Operations Section.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan: The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") The Incident Command Post (ICP) may be collocated with the Base. There is only one Base per incident.

Incident Commander: The individual responsible for the command of all functions at the field response level, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations at the incident site.

ANNEX C

GLOSSARY (*continued*)

Incident Command Post: The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System: The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. The ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Communications Center: The location of the Communications Unit and the Message Center.

Incident Management Team: The IC and appropriate General and Command Staff personnel assigned to an incident. An Incident Management Team (IMT) can be established to manage a multijurisdictional event that exceeds the management ability of local and operational area capabilities. The IMT concept was developed to aid in wildfires; however, it can be used to manage various large incidents. There are 5 “types” of IMTs, which are typed according to the complexity of the incident. Type 5 would be a local IMT, and Type 1 would be a state or national level IMT.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(ies) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all ***allocated resources*** have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

Initial Action: The actions taken by resources which are the first to arrive at an incident.

ANNEX C

GLOSSARY (*continued*)

Initial Response: Resources initially committed to an incident.

Integrated Communications: This addresses hardware systems that transfer information, planning for the use of all available frequencies, and procedures and processes for transferring information internally and externally. Communication at an emergency always seems to be one of the key “problem areas” in postincident critiques.

Intelligence Officer: The Intelligence Officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center: A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the Joint Information Center.

Joint Information System: Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the Joint Information System is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state, or federal boundary lines), or functional (e.g., police department, health department).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area or a mandated function.

Landing Zone: (See Helispot.)

ANNEX C

GLOSSARY (*continued*)

Law Enforcement Liaison Officer: A law enforcement officer assigned to an IMT to provide subject matter expertise to Command Staff and to provide liaison with local law enforcement. The Law Enforcement Liaison Officer works under the LOFR; however, this position can have direct communication with the IC or Deputy IC.

Leader: The ICS title for an individual responsible for a functional unit, task forces, or teams.

Liaison Officer: A member of the Command Staff at the field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the LOFR function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

Life-Safety: Refers to the joint consideration of both the life and physical well-being of individuals.

Local Government: Means local agencies per Article 3 of the SEMS regulations. Government Code Section 8680.2 defines local agencies as any city, city and county, county, school district, or special district.

Local Government Advisory Committee: Committees established by the Director of Office of Emergency Services (OES) to provide a forum for the exchange of information among the cities and counties of a Mutual Aid Region. The Local Government Advisory Committee may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and, if necessary, bring such concerns to the attention of OES Executive Management.

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services, and materials for the incident or at an EOC.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 United States Code [U.S.C] 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, tribes, local governments, and

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GLOSSARY (*continued*)

disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(ies) to achieve the objectives and the direction or assignments associated with the selected strategy.

Master Mutual Aid Agreement: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Marshaling Area: An area used for the completed mobilization and assemblage of personnel and resources prior to their being sent directly to the disaster-affected area. Marshaling Areas are utilized particularly for disasters outside of the continental United States.

Medical Unit: Functional unit within the Service Branch of the Logistics Section at SEMS field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Center: The Message Center is part of the Incident or EOC Communications Center and is collocated or placed adjacent to it. It records and routes information to appropriate locations at an incident or within an EOC.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

ANNEX C

GLOSSARY (*continued*)

Mobilization: The process and procedures used by all organizations at the federal, state, and local levels for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An “off-incident” location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

Multiagency or Interagency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multiagency Coordination System: A Multiagency Coordination System (MACS) combines personnel, facilities, equipment, procedures, and communications integrated into a common system. When activated, MACS have the responsibility for coordination of assisting agency resources and support in a multiagency or multijurisdictional environment. A Multiagency Coordination Group functions within the MACS. The MACS organizations are used within the California Fire Services.

Multiagency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

Multijurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at a local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing, and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

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GLOSSARY (*continued*)

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. The National Disaster Medical System provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 listed in the Federal National Response Framework.

National Incident Management System: A system mandated by Homeland Security Presidential Directive-5 (HSPD-5) that provides a consistent nationwide approach for federal, state, local, and tribal governments, the private-sector and nongovernmental organizations to work effectively and efficiently together in preparation for, response to, and recovery from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. The HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework (Formerly, National Response Plan): A plan mandated by HSPD-5 that integrates federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with levels of government. Such organizations serve a public purpose, not a private benefit. Examples of Nongovernmental Organization include faith-based charity organizations and the American Red Cross.

Office of Emergency Services: The Governor's Office of Emergency Services.

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

Operational Period: The time scheduled for executing a given set of operation-related actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

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GLOSSARY (*continued*)

Operations Section: One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources, and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span-of-control considerations.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning Section: (Also referred to as Planning/Intelligence.) One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency and for the preparation and documentation of Incident or EOC Action Plans. The Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and

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GLOSSARY (*continued*)

coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and nonprofit organizations, formal and informal structures, commerce and industry, and private voluntary organizations.

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Procurement Unit: Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

Public Information Officer: The individual at the field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

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GLOSSARY (*continued*)

Recorders: Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration Units.

Recovery: The development, coordination, and execution of service, site, and restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; postincident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a state, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Region Emergency Operations Center: Facilities found at state OES Administrative Regions. The Region Emergency Operations Centers are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Reporting Locations: Specific locations or facilities where incoming resources can check-in at the incident. (See Check-In.)

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special federal, state, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

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GLOSSARY (*continued*)

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Search and Rescue Member: An agency affiliated (sworn, nonsworn, or reserve) or civilian member of an organized, trained, and equipped search and rescue unit or team.

Search and Rescue Unit/Team: A unit of a public agency, or nonagency-affiliated civilian group, organized, trained, and equipped to carry-out search and rescue/recovery missions.

Search and Rescue-AERO Squadron: The volunteer aviation resource of search and rescue. A unit of trained aviators supplying their privately owned aircraft in support of field operations. They are most likely to be deployed under the fixed-wing coordinator, Air Mission Group, within the Aviation Support Group. Agency-affiliated units may also provide direct law enforcement services such as prisoner transportation, surveillance, communications relay, etc.

Search and Rescue-Alpine Search and Rescue: A Search and Rescue (SAR) unit specially trained and equipped to carry out "alpine" style search and rescue operations, especially high-angle rockwork and rescues from vehicles driven off of mountain roads, as well as avalanche rescue operations. They must be capable of carrying out all missions under the most extreme conditions of elevation and weather.

Search and Rescue-Communications Unit: A SAR unit organized, trained, and specially equipped to provide mobile field communications capabilities in support of search and rescue operations. They must be capable of providing multiple avenues of communication including: police service radio frequencies, citizens' band radio, amateur ("Ham") radio, teletype, mobile telephones, field telephones, television, and command post public address systems. They are most likely to be deployed under the Communications Unit Leader, Service Branch, of the Logistics Section.

Agency-affiliated units may also provide field communications capabilities in law enforcement tactical situations such as barricaded suspect/hostage situations, high-risk warrant services, clandestine laboratory raids, etc.

Search and Rescue-Desert Rescue: A SAR unit specially trained and equipped with resources such as four-wheel drive vehicles, all-terrain vehicles, motorcycles, ultra-light aircraft, fixed-wing aircraft, etc., to conduct SAR operations over vast expanses of

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GLOSSARY (*continued*)

varied desert terrain. They must be fully self-supporting for extended operations under adverse terrain and weather conditions.

Search and Rescue-Dive Rescue Team: A SAR unit of certified scuba divers specially trained and equipped to deal with water emergencies such as drowning, boating accidents, aircraft crashes in lakes and rivers, and nonemergency functions such as evidence retrieval from water. They are trained in "black water" diving techniques and are specifically equipped and trained to carry out ice rescues. Cross training in swift water rescue is desirable.

Search and Rescue-Heavy Rescue Unit: A SAR unit that is organized, equipped, and trained to locate/rescue persons trapped in the rubble of structures of any size or construction. In addition to the equipment and skills necessary for light rescue, they must have the ability to determine the heavy equipment requirements of a rescue situation and supervise the utilization or actual operation of such equipment. The unit must have a sound working knowledge of structural engineering or immediate access to a technical specialist with such knowledge.

Search and Rescue-Horse Unit: A SAR unit capable of conducting search and rescue operations utilizing horses as their primary means of transportation. If the unit is public agency-affiliated, and the members are sworn peace officers, the unit may be cross-trained to provide mounted law enforcement services at parades, riots, major public events, music concerts, etc.

Search and Rescue-Light Rescue Team: A SAR unit specially trained and equipped to locate and rescue persons trapped in the rubble of collapsed residential and light commercial structures. The unit utilizes special equipment such as optical fiber television and infrared radiation detection devices, light hydraulic powered rescue tools, chain saws, metal saws, and tracking dogs. They may additionally be qualified in heavy rescue techniques.

Search and Rescue-Mine Rescue: A SAR unit specially trained and equipped to conduct rescue operations in confined spaces such as mine shafts, sewers, wells, pipes, etc. They are capable of operating in an oxygen deprived atmosphere as well as those found to contain poisonous gases. A sufficient number of members should be trained and equipped in the specialty of cave rescue to allow the safe execution of missions involving natural, confined spaces where light is absent.

Search and Rescue-Rock Team: A SAR unit specially trained in high-angle rock rescue. They may or may not have the other skills required of an alpine team.

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GLOSSARY (*continued*)

Search and Rescue-Swift Water Rescue: A SAR unit trained and equipped to handle swift water rescues from rivers and streams, flood control channels, flooded streets, etc. Cross training as a dive rescue team is desirable.

Search and Rescue-Tracker: A SAR member who has been specially trained in tracking techniques and through actual experience has developed a high degree of competency in tracking skills.

Search and Rescue-Tracking Dog: The K-9 version of the SAR Tracker. The dog may or may not be a certified "police service dog." It should have the further ability to locate persons trapped in the rubble of collapsed structures.

Section: That organization level with responsibility for a major functional area of the incident or at an EOC (e.g., Operations, Planning, Logistics, Administration/Finance).

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics, and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

Service Branch: A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical, and Food Units.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Situation Unit: Functional unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

Span-of-Control: The supervisory ratio maintained within an ICS or EOC organization. A span-of-control of five positions/functions reporting to one supervisor is considered optimum.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate, or maintain a project for purposes of natural disaster assistance. This may include a joint powers authority.

Staging Area: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

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GLOSSARY (*continued*)

Staging Area Managers: Individuals within ICS organizational units that are assigned specific managerial responsibilities at Staging Areas (also includes Camp Manager).

Standardized Emergency Management System: A system required by California Government Code for managing response to multiagency and multijurisdiction emergencies in California. The SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.

State Agency Coordinator: The Agency Coordinator is responsible for promoting the program and managing all the activities relating to their agency. These activities include assisting employees with understanding how the program works and acting as the central information contact for the agency.

State Operations Center: An EOC facility operated by the OES at the state level in SEMS.

Strategy: The general plan or direction selected to accomplish incident or EOC objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Supply Unit: Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. This includes the Supply, Facilities, and Ground Support Units.

Support Resources: Nontactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections, or the Command Staff.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan (e.g., communications plan, map, safety plan, traffic plan, and medical plan).

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include mapping, remote automatic weather stations, infrared technology, and communications, among various others.

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GLOSSARY (*continued*)

Tactical Direction: Direction given by the Operations Section Chief at the SEMS field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Task Force: A combination of single resources assembled for a particular tactical need with common communications and a leader.

Team: (See Single Resource.)

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Terrorism: There are various definitions of terrorism used by governmental entities. For the purposes of this manual, two definitions are provided as follows:

Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

The Federal Bureau of Investigation (FBI) defines terrorism as, "the unlawful use of force or violence against persons or property to intimidate or coerce a Government, the civilian population, or any segment thereof, in furtherance of political or social objectives."

The FBI further describes terrorism as either domestic or international, depending on the origin, base, and objectives of the terrorist organization.

Domestic terrorism involves groups or individuals who are based and operate entirely within the United States and Puerto Rico without foreign direction and whose acts are directed at elements of the United States Government or population.

International terrorism is the unlawful use of force or violence committed by a group or individual, who has some connection to a foreign power or whose activities transcend national boundaries, against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

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GLOSSARY (*continued*)

Threat: An indication of possible violence, harm, or danger.

Time Unit: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

Tribal: Any Native American tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Native Americans and the Indian Nations.

Type: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for a given task.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command.)

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

Unit: An organizational element having functional responsibility. Units are commonly used in incident Planning, Logistics, or Finance/Administration Sections and can be used in operations for some applications. Units are also found in EOC organizations.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person.

Volunteer: For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See 16 U.S.C. 742f [c] and 29 CFR 553.101.)

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ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS

1. INCIDENT COMMAND STAFF SUPPORT FUNCTIONS.

a. The following positions are typical Incident Command System (ICS) incident command staff and support functions. Positions for command staff personnel are depicted in Figure 1.

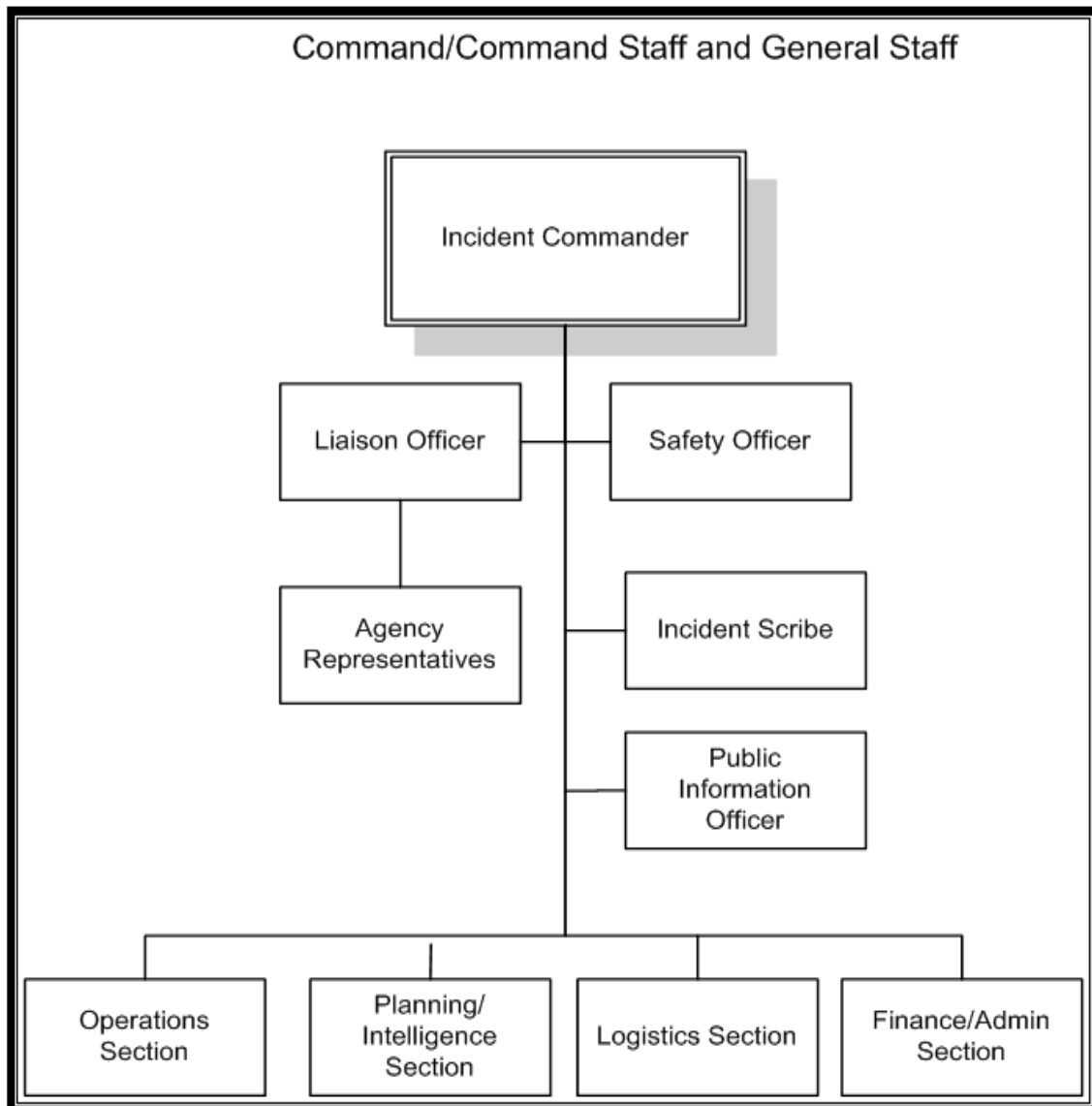


Figure 1-Command/Command Staff and General Staff

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

b. Incident Commander.

(1) The Incident Commander (IC) is normally the ranking member of the agency with primary legal and investigative authority at the scene of the incident. For incidents where the California Highway Patrol (CHP) has primary investigative authority, the IC will normally be the ranking member of the Department on the scene. A specific IC may be assigned by the next higher level of authority (e.g., Division or headquarters). The IC is responsible for incident activities including developing and implementing strategic decisions and approving resource allocations.

(2) Incident Commander Responsibilities.

(a) Establish the Incident Command Post (ICP) and a Unified Command when appropriate.

(b) Establish liaison and communication with assisting agencies (if incident involves multiple agencies).

(c) Jointly assess the incident situation and identify the need for protective action missions including: rescue, sheltering, public information warning, security, medical aid, containment, evacuation, fire suppression, etc.

(d) Activate needed ICS Section and Command positions, issue appropriate vests (if available) and checklists, give assignments/missions, and brief as necessary.

(e) Jointly assess available resources and request assistance as necessary.

(f) Develop, approve, and implement a consolidated Incident Action Plan (IAP) including all necessary protective action missions.

(g) During hazardous materials incidents, and in addition to an IAP, assign a Safety Officer and ensure that a Site Safety Plan is developed.

(h) Monitor, coordinate, and manage all incident activities.

(i) Request or give periodic progress report/briefings as needed.

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INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

- (j) Revise IAP as needed.
 - (k) Approve requests for additional personnel equipment and resources.
 - (l) Authorize release of information to the news media and the public.
 - (m) Prior to being relieved of IC responsibilities, brief the new IC on the current incident status.
 - (n) Approve needed plans for demobilization, and release incident personnel, equipment, and resources.
 - (o) Ensure all CHP/ICS forms are completed in accordance with Chapter 3, Emergency and Event Planning, and Chapter 7, Emergency Incident Reporting and Documentation, of this manual, and are forwarded through channels to headquarters.
- c. Deputy Incident Commander. Under the direction of the IC, the Deputy Incident Commander assists the IC and assumes command in their absence.
- d. Public Information Officer.
- (1) The Public Information Officer (PIO) is responsible for the formulation of information regarding the incident and, with approval of the IC, releases information to the news media.
 - (2) Public Information Officer Responsibilities.
 - (a) Check in and establish communications with the IC and read entire checklist.
 - (b) Obtain a briefing and receive assignment(s).
 - (c) Activate, organize, and brief PIO staff as necessary.
 - (d) Establish liaison with local, county, and state agencies for uniformity of all messages to be released to the media and the public.
 - (e) Obtain approval from the IC prior to the release of all messages to the media or the public.

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

- (f) Set up an area designated for news media only (media center), outside the ICP/Emergency Operations Center (EOC), etc.
- (g) Contact news media personnel.
- (h) Assemble and prepare information for the Emergency Alert System (EAS)/tone alert/press release messages. Use sample EAS messages as desired.
- (i) Arrange meetings with incident personnel and the news media, if requested.
- (j) If emergency broadcast messages are necessary, prepare and coordinate them with the IC.
- (k) Transmit messages to the news media and post all hard copies. Maintain hard copies of EAS and tone alerts.
- (l) Attend necessary meetings for informational updates.
- (m) Notify relief personnel of the current incident status.
- (n) Prepare postincident releases and/or summary information for use by the news media.
- (o) Maintain the unit log including operation times, significant events, equipment purchases, and names of unit personnel.
- (p) When ordered, secure operations and forward all necessary reports/logs/ICS forms to the IC.
- (q) Establish a Joint Information Center if needed.

e. Liaison Officer.

(1) The Liaison Officer (LOFR) is the contact point for the jurisdictional and assisting mutual aid Agency Representatives (AREP). This includes AREPs from law enforcement, fire services, emergency medical service providers, Red Cross, public works, coroner's office, etc. The LOFR will be from the agency with jurisdictional responsibility at the incident.

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

(2) Liaison Officer's Responsibilities.

- (a) Check in and establish communications with the IC and read the entire checklist.
- (b) Obtain briefing and receive assignment(s).
- (c) Activate, organize, and brief liaison staff as necessary.
- (d) Provide a point of contact for assisting AREPs.
- (e) Identify assisting AREPs and establish communications.
- (f) Maintain continual communications links between AREPs and the IC.
- (g) Respond to requests for interorganizational contact.
- (h) Coordinate requests for mutual aid if appropriate (confer with IC).
- (i) Attempt to integrate assisting agencies and local jurisdictions into compatible ICS positions whenever possible.
- (j) Monitor the emergency situation and involvement of each jurisdiction.
- (k) Monitor incident operations and identify and deal with interorganizational coordination problems.
- (l) Monitor the incident log, including operation times, significant events, equipment purchases, and names of personnel.
- (m) Notify relief personnel of the current emergency/liaison status.
- (n) When ordered, secure operations and forward all necessary reports/logs to IC.

f. Agency Representative.

- (1) An AREP is an individual assigned to an incident from an assisting or mutual aid agency who has full authority to make decisions on all matters affecting that agency's participation in the incident. Agency representatives

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

report to the LOFR, if that position is filled. If there is no LOFR, AREPs report directly to the IC. When the CHP is asked to provide an AREP, the representative should be of sufficient rank to commit CHP resources.

(2) Agency Representative's Responsibilities.

- (a) Check in at the ICP and read the entire position checklist for AREPs.
- (b) Obtain a briefing from the LOFR or IC.
- (c) Establish a working location.
- (d) Oversee the well-being and safety of agency personnel assigned to the incident.
- (e) Attend planning meetings as required.
- (f) Provide input on the use of agency resources and provide technical expertise when appropriate.
- (g) Advise the LOFR of any special agency needs or requirements.
- (h) Report to dispatch or agency headquarters on a prearranged schedule.
- (i) Determine if any special reports or documents are required.
- (j) Ensure that all personnel and/or equipment are properly accounted for and have been released prior to departure.

g. Safety Officer.

(1) The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for ensuring personnel safety at hazardous materials incidents, etc. Although the Safety Officer may exercise authority to stop or prevent unsafe acts when immediate action is required, the Safety Officer will generally correct unsafe acts or conditions through the chain of command. The Safety Officer maintains an awareness of activities and developing situations, approves the medical plan (see ICS 206, Chapter 3, Annex C), and includes safety messages in each IAP.

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

(2) Safety Officer's Responsibilities.

- (a) Check in and establish communications with the IC and read the entire Safety Officer checklist.
- (b) Obtain a briefing and receive assignment(s).
- (c) Activate, organize, and brief staff, as necessary.
- (d) Identify hazardous and unsafe situations associated with the incident.
- (e) Assist in the preparation and review of the Site Safety Analysis (see ICS 215A, Chapter 3, Annex C).
- (f) Review the IAP and include necessary safety messages.
- (g) Exercise emergency authority to stop and/or prevent any and all unsafe acts.
- (h) Review and approve the medical plan (ICS 206).
- (i) Post danger signs where applicable.
- (j) Investigate accidents that have occurred within the incident areas.
- (k) Notify relief personnel of the current emergency/safety status.
- (l) Maintain the unit log including operation time, significant events, equipment purchases, and names of unit personnel.
- (m) When ordered, secure operations and forward all necessary reports/logs/ICS forms to the IC.

h. Incident Scribe.

- (1) In California, law enforcement agencies may assign a Scribe to the Command Staff when there is a need to record decisions and/or keep an historical record.

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

(2) Incident Scribe's Responsibilities.

- (a) Maintain and distribute situation reports.
- (b) Gather information from other Sections for the ICP log.
- (c) Refer newsworthy information to the PIO.
- (d) Ensure that all messages are properly routed.

12. OPERATIONS SECTION.

a. The ICS Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief coordinates the preparation of the unit operational plans, requests resources, makes expedient changes to the IAP as necessary, and reports the changes to the IC.

NOTE: The CHP may be called upon to fulfill a mission-acceptance role within an allied agency's established ICS organization to support the agency's mission objectives (e.g., traffic control, security, crowd control).

a. Operations Section Mission. (Refer to Figure 2 for Operations Section organization.)

- (1) Continuously reviews the tactical situation.
- (2) Plans and controls the tactical deployment of elements assigned to the Operations Section.
- (3) Directs and conducts incident-related criminal and traffic investigations during an unusual occurrence.
- (4) Directs general law enforcement activities within an involved area.
- (5) Prepares and executes orders after approval by the IC.

c. Operations Section Chief Responsibilities. (Refer to Figure 2 for Operations Section organization.)

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

- (1) Check in and obtain a briefing from the IC.
- (2) Activate and brief Operations Section Groups/Divisions, Strike Teams, and Task Forces, as necessary.
- (3) Participate in the preparation of the IAP. Advise on operation capabilities. Make recommendations on the tactical portion of the plan.
- (4) Execute the IAP. Review Group/Division, Strike Team/Task Force assignments and activities. Contact, assemble, and brief the Group/Division, Strike Team/Task Force leaders.
- (5) Assemble and disassemble strike team/task force as necessary. Supervise and coordinate all incident operations. Monitor the effectiveness of the IAP and, if necessary, recommend changes.
- (6) Determine ongoing needs, request additional resources as necessary, and resolve logistical problems reported by subordinates.
- (7) Continually update the IC regarding unusual occurrences, status of the situation, and mission accomplishment.
- (8) Establish Staging Areas and Staging Managers as necessary.
- (9) Ensure the general welfare and safety of all Operations Section personnel.
- (10) Notify new Operations Section Chief of the emergency/operations status before being relieved.
- (11) Maintain unit log, including operation times, significant events, equipment purchases, and the names of section personnel.
- (12) Implement demobilization of Operations Section resources as required.
- (13) Report information about special activities, events, and occurrences to the IC (ongoing).
- (14) When ordered, secure operations and forward all reports/logs/ICS forms to the IC.

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

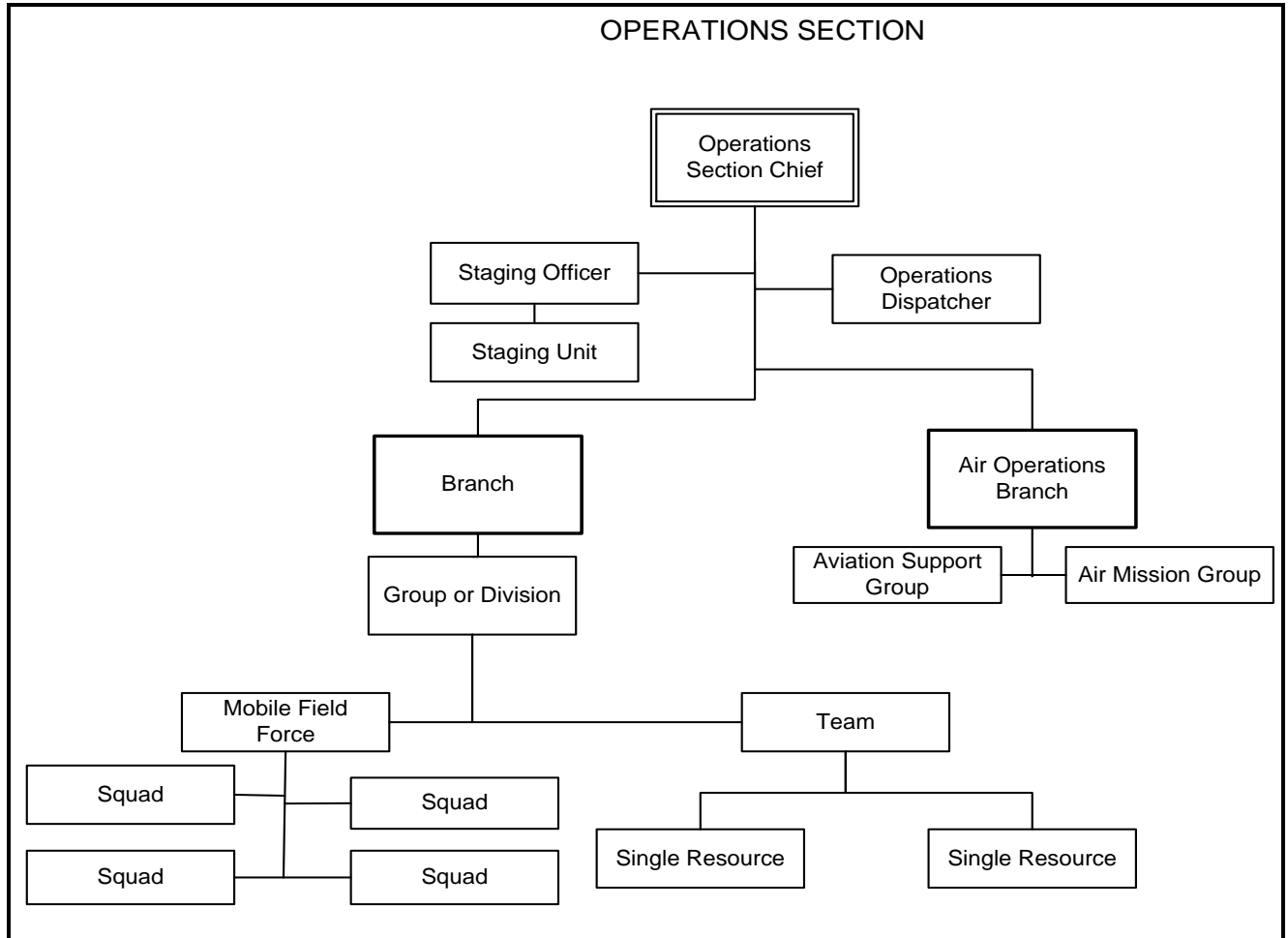


Figure 2-Operations Section Flow Chart

a. Operations Section Support Staff and Positions.

(1) Branch/Branch Director.

(a) A common Branch used in CHP ICS operations is an Air Operations Branch. The Branch may be divided into subordinate "groups" or "units" depending upon the size of the ICS organization needed to mitigate the emergency. In civil unrest operations, a Branch may be as large as a battalion or as small as a company, depending upon the assigned mission. The Branch Director functions under the direction of the Operations

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

Section Chief and is responsible for the implementation of the portion of the IAP appropriate to their assigned duties.

(b) Branch Director Responsibilities.

- 1 Obtain briefing from the Operations Section Chief and read the entire Branch Director checklist.
- 2 Don position vest (if available).
- 3 Assign alternate Branch Directors.
- 4 Attend planning meetings at the request of the Operations Section Chief.
- 5 Review the assignment lists for Division/Groups within your Branch. Modify the lists based on the effectiveness of the current operations.
- 6 Assign specific work tasks to the Division/Group Leaders.
- 7 Resolve logistic problems reported by subordinates.
- 8 Report to the Operations Section Chief when the IAP should be modified, additional resources are needed, surplus resources become available, hazardous situations exist, or significant events occur.
- 9 Approve all accident reports and medical reports originating with the Branch.
- 10 Maintain unit log including operational times, significant events, equipment purchases, and the names of staging personnel.
- 11 Upon demobilization, forward all reports/logs/ICS forms to the Operations Section Chief.

(c) Air Operations Branch Director Responsibilities.

- 1 The Air Operations Branch Director, who is ground based, is primarily responsible for preparing the air operations portion of the IAP. The plan will reflect agency restrictions that have an impact on

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

the operational capability or utilization of resources such as night flying or flight hours per pilot.

- 2 Obtain a briefing from the Operations Section Chief and read the entire Air Operations Branch Director checklist.
- 3 Participate in the preparation of the IAP.
- 4 Develop an operational plan for air operations. Consider air mission resources. Coordinate with appropriate Operations Section personnel.
- 5 Request a declaration or cancellation of restricted air space area (Federal Regulation 14 CFR FAR 91-137). Initiate a Notice To Airmen if necessary.
- 6 Prepare and provide an ICS 220, Air Operations Summary, to the Air Support Group and fixed wing bases.
- 7 Supervise all air operations activities associated with the incident.
- 8 Determine procedures for air organizations to coordinate plans with ground Branches, Divisions, Groups, etc.
- 9 Establish procedures for emergency reassignment of aircraft.
- 10 Schedule approved flights of nonincident aircraft in the restricted air space area.
- 11 Consider requests for nontactical use of incident aircraft.
- 12 Coordinate with the Federal Aviation Administration.
- 13 Ensure there are helispot/helibase maps for out-of-area pilots to familiarize them with local anomalies/hazards.
- 14 Report special incidents/accidents. Arrange for an accident investigation team when warranted.
- 15 Inform the air operations personnel of the air traffic situation external to the incident.

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

16 Maintain the unit log including operational times, significant events, equipment purchases, and names of staging personnel.

NOTE: Branch Directors should supervise between three to five Division/Group Supervisors, depending on the situation.

(2) Division/Group Supervisor.

(a) The Division/Group Supervisors report to the Operations Section Chief or the Branch Director when activated. Groups are activated upon identified need in the IAP for specific function (i.e., Perimeter Control, Security Group, Traffic Control Group). Divisions are activated to coordinate operations in a specific geographic area.

(b) Division/Group Supervisor Responsibilities.

1 Obtain a briefing from the Branch Director or Operations Section Chief and read the entire Division/Group Supervisor checklist.

2 Don a position vest if available.

3 Review Division/Group assignments and incident activities with strike team/task forces and assign tasks as necessary.

4 Coordinate activities with adjacent Division/Groups.

5 Determine the need for assistance on assigned tasks.

6 Ensure that incident communications and/or the Resources Unit is advised of all changes in the status of resources assigned to the Division/Group.

7 Participate in the development of Division/Group plans for the next operational period.

8 Submit the situation and resource status information to the Branch Director or Operations Section Chief.

9 Report special occurrences or events such as accidents or sickness to the Branch Director or Operations Section Chief.

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

10 Resolve logistics problems within the Division/Group.

11 Maintain the unit log including operational times, significant events, equipment purchases, and the names of staging personnel.

12 Upon demobilization, forward all reports/logs/ICS forms to the Branch Director or Operations Section Chief.

NOTE: Each Division/Group Supervisor should supervise between five and seven strike teams/task forces, depending on the situation.

(3) Staging Manager.

(a) The Staging Manager is responsible for managing all activities within the Staging Area. The Staging Area is maintained for the collection of all resources until they are allocated to a given assignment/mission.

(b) Staging Manager Responsibilities.

1 Check in and establish communications with the Operations Section Chief or IC and read the entire Staging Manager checklist.

2 Obtain a briefing and receive assignment(s).

3 Contact Branch Directors and establish communications.

4 Activate and brief staff.

5 Establish and identify a Staging Area with the following considerations: locate away from hazardous areas, large and readily identifiable, accessible to large equipment and large numbers of personnel, arranged so that resources can be easily dispersed, and tightly controlled.

6 Advise Branch Directors and the Operations Section Chief when the Staging Area is operational.

7 Notify Branch Directors and the Operations Section Chief as resources arrive, check in, and are available at the Staging Area(s).

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

- 8 Release resources to given assignments/mission as directed by the Branch Director and/or the Operations Section Chief.
- 9 Determine any support needs at the Staging Area.
- 10 Notify relief personnel of current emergency/staging status.
- 11 Maintain an inventory of resources in the Staging Area.
- 12 Maintain the unit log including operational times, significant events, equipment purchases, and names of Staging Area personnel.
- 13 When ordered, secure operations, release units under supervision, and forward all reports/logs/ICS forms, through channels, to the IC.

(4) Task Force Leader. A CHP task force may consist of a specialized group of individuals and equipment (e.g., a CHP squad, a protective services detail, a Multidisciplinary Accident Investigation Team) with common communications capabilities who are temporarily assembled for a specific mission. The Task Force Leader reports to a Group or Unit Supervisor and is responsible for carrying out designated tactical missions. The leader reports assignment progress, resource status, and other information to the Group or Unit Supervisor. The leader also maintains timekeeping records on all assigned personnel.

(5) Mobile Field Force. The Mutual Aid Response Mobile Field Force Concept has been developed to provide an efficient and effective method for assembling and deploying a platoon-size, tactical force for mutual aid missions within the State of California. Similar to the development of the fire service's concept of a Strike Team, the Mutual Aid Response Mobile Field Force is a specified combination of single resources assembled for a particular tactical need, with common communications and a leader. Under the National Incident Management System/Standardized Emergency Management System, a Mobile Field Force (platoon) consists of four 12-person squads, with an Officer-in-Charge (OIC) (minimum rank of lieutenant) and Deputy OIC (minimum rank of sergeant), each with a driver. Minimum total personnel is 52.

(6) Squad. A squad consists of 12 persons, one being at least a sergeant in rank.

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

13. PLANNING/INTELLIGENCE SECTION.

a. The Planning/Intelligence Section is responsible for the collection, evaluation, and dissemination of tactical information about the incident.

b. Planning/Intelligence Section Mission. (Refer to Figure 3 for Planning/Intelligence Section organization).

- (1) Maintaining an accurate status of forces assigned.
- (2) Gathering and analyzing information and intelligence.
- (3) Obtaining and displaying current situation status.
- (4) Anticipating future situations or conditions.
- (5) Preparing alternative strategies and proposals.
- (6) Conducting planning meetings.
- (7) Developing and distributing approved action plans.

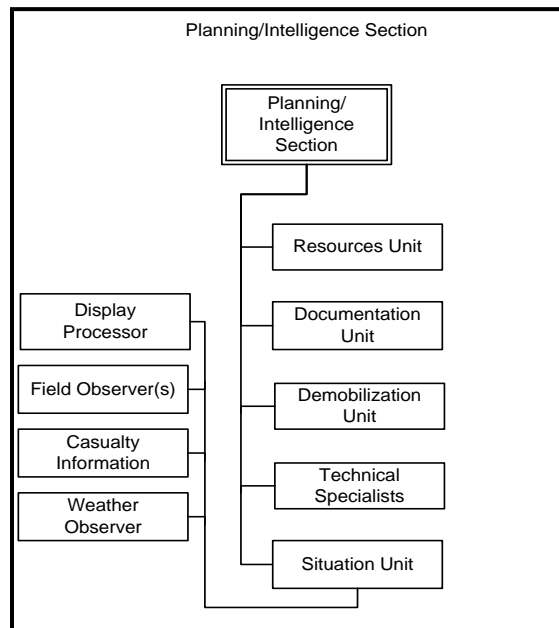


Figure 3-Planning and Intelligence Section

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

a. Planning/Intelligence Section Chief Responsibilities. The Planning Section Chief is responsible for the operation of the Planning Section. The Planning Section collects, evaluates, processes, and disseminates information for use at the incident. Information is needed to understand the current situation, predict the probable course of incident events, and prepare strategies for the IAP. The Planning Section Chief establishes information requirements and reporting schedules for all ICS organizational elements. The Planning Section Chief also prepares briefings for the IC, or EOC staff, related to new or updated intelligence information. (The following list of responsibilities is contained in Highway Patrol Guide [HPG] 50.3, Emergency Incident Guide.)

- (1) Check in and obtain a briefing from the IC and read the entire Planning and Intelligence Chief checklist.
- (2) Organize, activate, brief, and manage Planning Section units. (Resources Unit, Situation Unit, Documentation Unit, Demobilization Unit, Technical Specialists.)
- (3) Gather all intelligence regarding the incident situation and the status of all resources.
- (4) Advise the IC of any significant changes in the incident status.
- (5) Assist in preparation of the IAP.
- (6) Ensure the general welfare and safety of all Planning Section personnel.
- (7) Provide periodic status summaries/briefings on the incident situation.
- (8) Monitor and display incident and resource status summary information.
- (9) Establish a weather data collection system when necessary.
- (10) Identify the need for other specialized resources.
- (11) Assemble information on alternative strategies and make recommendations.
- (12) Prepare and distribute orders from the IC and the IAP.

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

(13) Notify relief personnel (if applicable) of the current emergency/planning status.

(14) Maintain the unit log with operation times, significant events, equipment purchases, and names of section personnel.

(15) Prepare and make recommendations to the IC for the release of resources during demobilization and decontamination.

(16) When ordered, secure operations and forward all reports/logs/ICS forms to the IC.

b. Planning/Intelligence Section Support Staff and Positions. (Reference HPG 50.3 for position checklists.)

(1) Resource Status Unit Leader. The Resource Status Unit Leader is responsible for establishing all incident check-in activities; preparing and processing resource status change information; preparing and maintaining displays, charts, and lists that reflect the current status and location of tactical resources.

(2) Resources. Transportation and support vehicles and the maintenance of the master check-in list of resources assigned to an incident.

(3) Check-In Recorder. Check-In Recorders are needed at each check-in location and responsible for ensuring that all resources assigned to an incident are accounted for and properly logged.

(4) Situation Status Unit Leader. The Situation Status Unit Leader is responsible for the collection and organization of incident status and situation information and the evaluation and display of that information for use by ICS personnel and communications operators.

(5) Display Processor. The Display Processor is responsible for the display of incident status information obtained from Field Observers, casualty information, resource status reports, aerial reconnaissance and/or photographs, and other data. The Display Processor records essential information on available status display boards.

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

- (6) Casualty Information. Casualty information provides and establishes a centralized location for recording all incident-related casualties in cooperation with the coroner's office, fire service agencies, and the American Red Cross. This function will be performed by the Situation Status Unit Leader.
- (7) Weather Observer. The Weather Observer is responsible for collecting past, present, and future incident weather information. The Weather Observer provides information to the Situation Status Unit Leader.
- (8) Documentation Unit Leader. The Documentation Unit Leader is responsible for maintaining accurate and complete incident files, providing duplication services for incident personnel, and for packing and storing incident files for legal, analytical, and historical purposes. The Documentation Unit Leader establishes and operates the message center.
- (9) Demobilization Unit Leader. The Demobilization Unit Leader is responsible for preparing the demobilization plan and assisting Sections/Units in ensuring that movement of personnel and equipment away from the incident scene is accomplished in an orderly, safe, and cost-effective manner.
- (10) Technical Specialists. Technical Specialists are advisors with special skills needed to support incident operations. Technical Specialists may report to the Planning/Intelligence Section Chief; may function within an existing Unit (e.g., Situation Status Unit); form a separate Unit if required; or be reassigned to other parts of the ICS organization (e.g., Operations, Logistics, or Finance).
- (11) Field Observer. The Field Observer is responsible for gathering situation information from personal observations at the incident and providing this information to the Situation Status Unit Leader.

2. LOGISTICS SECTION.

- a. The Logistics Section is responsible for providing facilities, services, and material in support of the incident. The Logistics Section components will normally operate from the ICP at smaller incidents, or from an Incident Base or Staging Area at large-scale incidents.

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (continued)

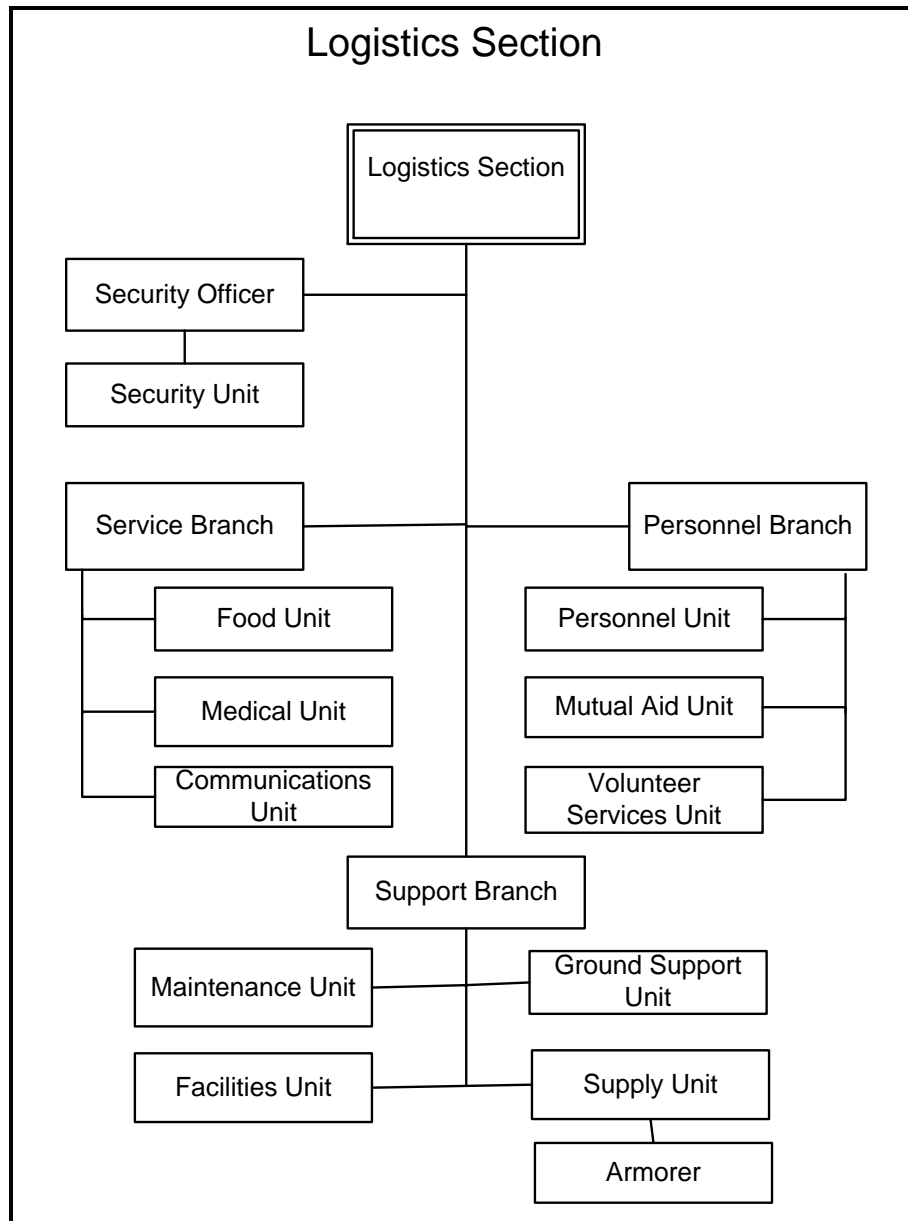


Figure 4-Logistics Section

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

c. Logistics Section Mission. (Refer to Figure 4 for Logistics Section organization.)

- (1) Identify service and support requirements for current and subsequent operational periods, including housing and feeding.
- (2) Prepare service and support elements for the IAP.
- (3) Develop communications and medical support plans for the operation.
- (4) Procure necessary personnel, equipment, services, and supplies in support of the operation.

d. Logistics Section Chief. The Logistics Section Chief is responsible for providing facilities, personnel, equipment, and supplies in support of the incident. The Logistics Section Chief participates in the development and implementation of the IAP and activates and supervises the units within the Logistics Section. (The following list of responsibilities is contained in HPG 50.3.)

- (1) Check in and receive a briefing from the IC and read the entire Logistics Section Chief checklist.
- (2) Organize, activate, brief, and manage Logistics Section Units which may include: Supply Unit, Food Unit, Facilities Unit, Transportation Unit, Ground Support Unit, Shelter/Welfare Unit, and Communications Unit.
- (3) Participate in preparation of the IAP. Advise on current service and support capabilities. Prepare service and support elements of the IAP (e.g., ICS 205, Incident Radio Communications Plan).
- (4) Utilize a countywide resource list such as the local telephone directory to assist in locating and procuring required resources.
- (5) Recommend release of Logistics Section resources that conform with the demobilization plan.
- (6) Identify current and future service and support requirements for expected operations.

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

- (7) Coordinate and process all requests for additional resources from the Operations Section that conform with the priority protective action missions within the IAP.
 - (8) Ensure the general welfare and safety of all Logistics Section personnel.
 - (9) Notify the Logistics Section Chief of the current incident/logistics status before being relieved.
 - (10) Maintain a unit log including operation times, significant events, equipment purchases, private sector contracts, and names of section personnel.
 - (11) When ordered, secure operations and forward all reports/logs/ICS forms to the IC.
- e. Logistics Section Support Staff and Positions. The following personnel provide support for the Logistics Section during incident operations (HPG 50.3 contains position checklists for the following positions):
- (1) Service Branch Director. The Service Branch Director, when activated, is under the supervision of the Logistics Section Chief, and is responsible for the management of all service activities at the incident. The Service Branch Director supervises the operations of the Communications, Medical, and Food Units.
 - (2) Communications Unit Leader. The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities, installing and testing communications equipment, supervising the incident communications center, distributing communications equipment to incident personnel, and maintaining and repairing communications equipment.
 - (3) Incident Dispatcher. The Incident Dispatcher, including the Incident Communications Supervisor(s), is responsible for receiving and transmitting radio and telephone messages between personnel, and providing communications services at the incident.
 - (4) Medical Unit Leader. The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

developing the medical emergency plan, obtaining medical aid, transporting ill and injured incident personnel, preparing reports, and maintaining records. The Medical Unit may also assist the Operations Section by supplying medical care and assistance to civilian casualties at the incident.

(5) Food Unit Leader. The Food Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for determining the feeding requirements at all incident facilities, menu planning, determining cooking facilities required, food preparation, serving, providing potable water, and general maintenance of the food service areas.

(6) Support Branch Officer-in-Charge. The Support Branch Director, when activated, is responsible for developing and implementing logistics plans in support of the IAP. The Support Branch Director supervises the operations of the Supply, Facilities, and Ground Support Units.

(7) Supply Unit Leader. The Supply Unit Leader is primarily responsible for the supervision of ordering procedures for the acquisition of personnel, equipment, and supplies; receiving and storing all supplies for the incident; and maintaining an inventory of supplies and nonexpendable supplies and equipment.

(8) Facilities Unit Leader. The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities including the base camp(s) and the ICP. The Facilities Unit provides sleeping and sanitation facilities for incident personnel and manages the operation of the base camp and ICP. Each facility base or camp should have an assigned manager who reports to the Facilities Unit Leader. The Facilities Unit Leader is responsible for managing the operation of the facility.

(9) Security Manager. The Security Manager is responsible for providing security and/or safeguards to protect personnel and property from loss or damage.

(10) Base Manager. The Base Manager is responsible to ensure that appropriate sanitation, security, and facility management services are conducted at the base.

(11) Camp Manager. On large incidents, one or more camps may be established by the Command Staff to provide better support to the operation.

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

Camps may be in place several days or may be moved depending upon the nature of the incident. Large base camps are common in large fire operations. Functional unit activities performed at the ICS base may be performed at the camp(s). These could include: supply, medical, ground support, food, communications, and finance, as well as the functions of facility maintenance and security. Camp Managers are responsible for providing nontechnical coordination for all units operating within the camp.

(12) Ground Support Unit Leader. The Ground Support Unit Leader is primarily responsible for support of out-of-service resources, transportation of personnel, supplies, food, and equipment; fueling, service, maintenance, and repair of vehicles and other ground support equipment; and implementing the traffic plan for the incident.

(13) Personnel Branch Director. The Personnel Branch Director, when activated, is responsible for maintaining records on all personnel assigned to the incident. The Personnel Branch Director assigns personnel to appropriate Sections and maintains timekeeping and assignment records of all volunteer, liaison, and outside agency personnel.

3. FINANCE/ADMINISTRATION SECTION.

- a. The Finance/Administration (Admin) Section is responsible for all financial and cost analysis aspects of the incident.
- b. Finance Section Mission. (Refer to Figure 5 for Finance/Admin Section organization.)

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (continued)

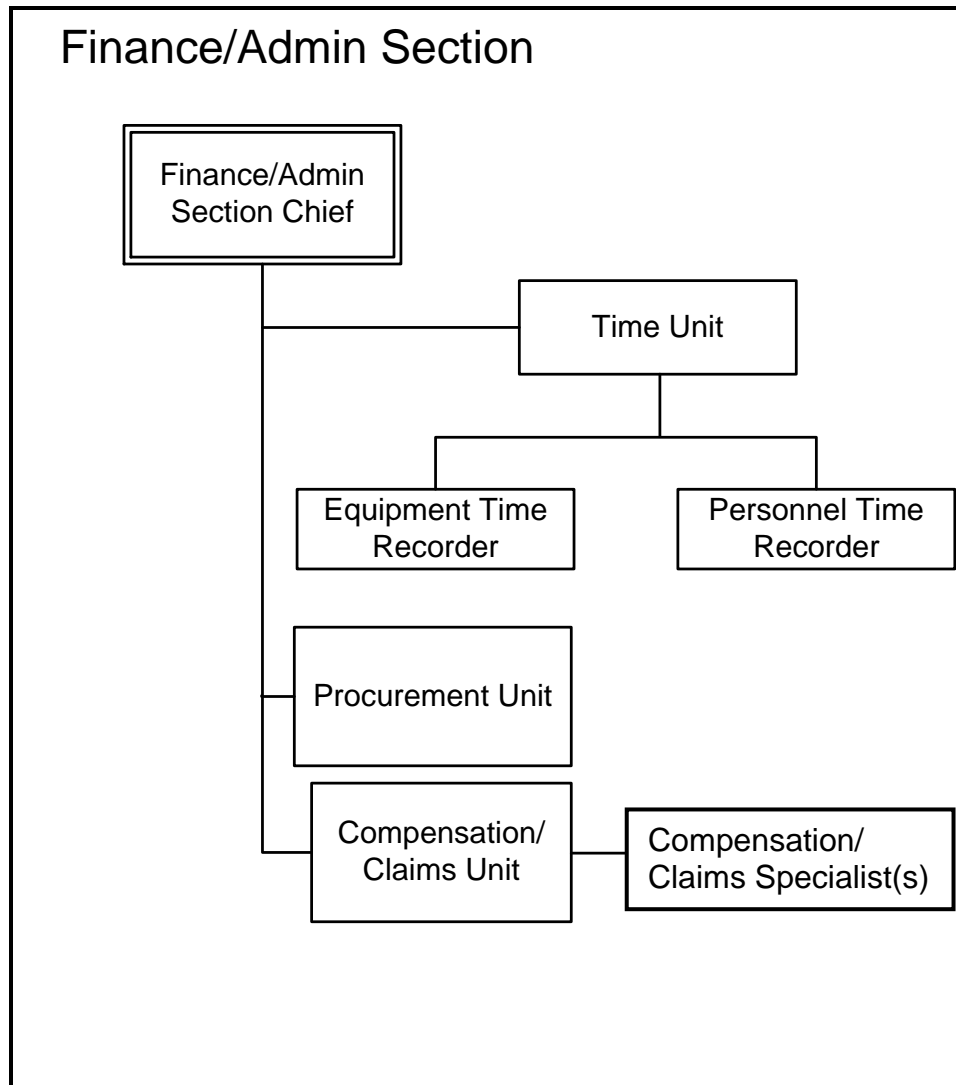


Figure 5-Finance Section

- (1) Prepare and maintain the required financial records, reports, and cost analysis for the operation.
- (2) Ensure departmental personnel time and equipment use is properly recorded.

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

- (3) Prepare financial input for the IAP.
- (4) Ensure proper documentation of injury/claim-related matters.

f. Finance/Administration Section Chief. The Finance/Admin Section Chief is responsible for the completion of all information related to the cost of the emergency operation, and for supervising members of the Finance/Admin Section. (The following list of responsibilities is from HPG 50.3.)

- (1) Check in, receive a briefing from the IC, and read the entire checklist.
- (2) Organize, activate, and brief Finance/Admin Section Units as necessary: Time Recording Unit, Compensation/Claims Unit, Procurement Unit.
- (3) Attend planning meetings to gather information on the overall incident strategy, and to provide input on financial and cost analysis matters.
- (4) Identify and order supply and support needs for the Finance/Admin Section.
- (5) Develop an operating plan for the finance functions during the incident.
- (6) Prepare work objectives for subordinates, brief staff, and make assignments.
- (7) Authorize and identify emergency funding sources to support the emergency operation.
- (8) Determine additional finance needs, emergency activity codes, and resources as necessary.
- (9) Meet with the AREPs regarding financial assistance as required.
- (10) Draft and establish emergency contracts, agreements, and memorandums of understanding with private vendors and agencies as necessary for the IC's review.
- (11) Verify all time data and deductions with private vendors and/or equipment operators.

ANNEX D

INCIDENT COMMAND SYSTEM SECTIONS/FUNCTIONS/POSITIONS (*continued*)

- (12) Ensure prompt notification of injuries and deaths and proper processing of necessary claims for compensation.
 - (13) Collect all time and equipment records/unit logs for equipment/personnel assigned to the incident.
 - (14) Obtain and record all cost data and prepare incident cost summaries.
 - (15) Maintain a unit log including operation times, significant events, equipment purchases, and names of unit personnel.
 - (16) When ordered, secure operations and forward all reports/logs/ICS forms to the IC.
- d. Finance Section Support Staff and Positions. The following personnel provide support for the Finance Section during incident operations (HPG 50.3 contains position checklists).
- (1) Time Unit Leader. The Time Unit Leader is responsible for personnel time recording, and for managing the commissary operation (time recording coordinated with the Personnel Branch OIC).
 - (2) Equipment Time Recorder. The Equipment Time Recorder is responsible for equipment time recording, posting all equipment time tickets, and maintaining current posting on all charges or credits for fuel, parts, service, and commissary items.
 - (3) Personnel Time Recorder. The Personnel Time Recorder is responsible for establishing and maintaining a file for employee time reports within the first operational period. This includes the posting of personnel travel and work hours, transfers, specific pay provisions, and terminations to personnel time documents. The Personnel Time Recorder reports to the Time Unit Leader and coordinates with the Personnel Branch Director in the Logistics Section.
 - (4) Compensation/Claims Unit Leader. The Compensation/Claims Unit Leader is responsible for the overall management and direction of all compensation for injury specialists and claims specialists assigned to the incident.

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